



MarQuitta A. Caesar

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Youth Specialist ♦ Employee Training ♦ Employee Management
Employee Supervision ♦ Team Coordination ♦ Volunteer

RELATED EXPERIENCE

BAYS Florida

Circuit Supervisor

Orlando, FL
2012 – 2016

- Solely responsible for management of Florida Judicial Circuits 9 and 18, inclusive of Orange, Osceola, and Brevard counties
- Successfully managed, monitored, and conducted monthly trainings for medium sized staff between three counties
- Responsible for reviewing and assigning individual cases of no less than 140 youth per month
- Served as companywide trainer for Behavioral Management services from 2012 – 2014, as well as counselor and mentor to youth assigned to complete program
- Developed and managed Advisory Committee in Orange County community while working with local providers and resources to implement better focus on youth services
- Responsible for attending court proceedings twice a week, creating fundraising events for each county, administering both monthly and annual staff reviews, and submitting weekly reports

After School All-Stars

Site Supervisor

Orlando, FL
2006 – 2013

- Created and implemented programs and special events on behalf of the After School All-Stars at Odyssey Middle School, Central Florida Leadership Academy, and Howard Middle School
- Supervised, mentored, and trained part-time medium-sized staff members
- Maintained and successfully provided a great working environment that reflected in positive employee morale
- Responsible for registration, run, and upkeep of After School and Summer Camp programs

Nap Ford Community School

Paraprofessional

Orlando, FL
2011 – 2012

- Assisted assigned pre-kindergarten teacher in daily classroom operations such as attendance, lesson planning, homework collection, lunch preparation, and more
- Responsible for the execution of daily instruction, primarily focusing on introductory lessons
- Monitored individual students and their activities to ensure a safe and positive learning environment
- Maintained and supported positive teacher-family relationship for students of classroom

Princeton House Charter School

Teacher's Assistant

Orlando, FL
2009 – 2011

- Assisted teacher in daily classroom operations and teachings specifically geared towards children with autism
- Responsible for the planning and execution of daily activities as well as creation of lesson plans for teacher review
- Created format and completed written behavioral reports in addition to filling mandatory behavioral charts
- Reinforced initial instruction given by teacher to students while additionally assisting students who may have difficulty in understanding lessons presented by teacher

Orange County Public Schools
Severely Handicap Paraprofessional

Orlando, FL
2007 - 2008

- Provided assistance for teachers in daily classroom operations such as taking attendance, homework collection, instruction teaching, and more
- Responsible for the planning and execution of daily activities as well as creation of lesson plans for teacher review
- Created format and completed written behavioral reports

EDUCATION

University of Central Florida
Bachelor of Science, Criminal Justice
Certification, Victim Advocacy

Orlando, FL
2007-2011

QUALIFICATIONS

- Proficient in Microsoft Office: Word, PowerPoint, Excel, Outlook
- Ability to type 85+ words per minute
- Trained in CPR and First-Aid
- Member of the Florida Association of Drug Court Professionals; Graduate of First Eagle Leadership Development Program
- Experience working with and developing both problematic and handicapped youth
- Gifted multi-tasker, problem-solver, and decision-maker with charismatic and motivational qualities
- Outstanding listener and communicator that successfully conveys information and points both written and verbally
- Highly motivated, strong-willed, dependable, determined, and open to receiving all forms of information
- Goal driven leader with impeccable time management skills that maintains a positive and dedicated attitude proven through designated tasks